

**ANNUAL SCHOOL REPORT FORM
FOR THE MISSOURI GED OPTION PROGRAM
(Due Date: June 30, 2003)**

County District Code:	_____
Name of School:	_____
Location:	_____
Date:	_____
School Year:	_____

This report is submitted as part of the signed application assurances with the Missouri Department of Elementary and Secondary Education for approval to implement the GED Option Program. The report provides the following information:

1. A summary of demographic information about the students who participated in the GED Option Program and took the GED Test this school year. (Required information)
2. Our description and assessment of the GED Option Program as it was implemented during this school year. (Required information)
3. Program activity or area where we think we are doing something helpful that other schools might want to consider. (Optional information)
4. Program activity or area where we could use help or technical assistance to improve our GED Option. (Optional information)

The information in this report is accurate to the best of my knowledge.

(Signature of Superintendent or authorized representative)

(Date)

Print Name: _____

Telephone Number: _____

**DEMOGRAPHIC INFORMATION:
STUDENT POPULATION AND STUDENTS WHO PARTICIPATED IN
THE GED OPTION PROGRAM**

SCHOOL YEAR: _____

	Gender		Age				Ethnic Group				
	M	F	16	17	18	18+	White	African American	Hispanic	Asian	Other
School Population											
Number Enrolled in GED Option Program											
Number <u>Who Passed All</u> GED Tests											
Number of IDEA students who completed entire battery											
Number of IDEA students <u>Who Passed All</u> GED Tests											

Local description and assessment of the GED Option Program as it was implemented during the school year.

The series of checklists that follow is used to report information about different aspects of your GED Option Program. Please provide the requested information by checking appropriate descriptors. You also can provide additional information where necessary.

The information will be used to:

- Prepare the national *Annual Statistical Report* that is published by the General Educational Development Testing Services in Washington, D.C.
- Understand how the program is being implemented in your school
- Develop descriptions of state-wide program implementation

Each of the checklists can be completed quickly and easily by making one or more checkmarks (✓). If a particular checklist item does not describe your school's program, leave it blank. There are no right or wrong answers – only descriptions of your school's GED Option Program.

Instructional content –Describe the kinds of instruction that is given in the GED Option Program in your school by making checkmarks and providing information in the appropriate items. Check all the items that apply by the following instructions:

First, check each instructional content area listed under the first column (“Content”) that applies. **Then**, for each content area that you checked, check off and list the other information in the other columns that describes your school.

Instructional Content								
Content (✓)		Type of Material			Number of Hours per week	Type of Instruction (%)		
		Instructor-prepared material (✓)	Standardized GED Instructional Text/CAI Material (✓)	Other Published/CAI material (✓)		One On-One	Group	CAI
Reading								
Math								
Social Studies								
Science								
Writing								
Workforce Development								
State Competency Test Preparation								
Life Skills Training								
Elective (e.g., band)								

Other instructional content in your program not listed in the chart on page 4.

(A) Instructional delivery – Describe how instruction is delivered and the resources that are available to deliver the instruction. Check all the following items that describe your school's program.

Number and status of instructors assigned to program:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5+

- ☐ All full time
- ☐ All part time
- ☐ Some full time, some part time

Number and status of instructor aids assigned to the program:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5+

- ☐ All full time
- ☐ All part time
- ☐ Some full time, some part time

Instructor to Student ratio:

- ☐ 1:10 or less
- ☐ 1:11-15
- ☐ 1:16-20

Instructor/Instructor Aid to Student ratio:

- ☐ 1:5 or less
- ☐ 1:10 or less
- ☐ 1:11-15
- ☐ 1:16-20

Hours of core academic instruction/
GED instruction required:

- ☐ 15 hours
- ☐ 16-20 hours
- ☐ 21-25 hours
- ☐ 25-30 hours
- ☐ 30+ hours

Hours of non-academic or supervised
indirect learning experience required:

- ☐ 0 hours
- ☐ 1-5 hours
- ☐ 6-10 hours
- ☐ 11-15 hours
- ☐ 16-20 hours
- ☐ 21+ hours

Instructional delivery methods/strategies (Check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Students have individualized study plan | <input type="checkbox"/> Individualized instruction |
| <input type="checkbox"/> Large-group instruction | <input type="checkbox"/> Technology assisted instruction |
| <input type="checkbox"/> Small-group instruction | |

Instructional resources available (Check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Sufficient number of textbooks | <input type="checkbox"/> Adequate classroom space(s) for the number of students |
| <input type="checkbox"/> Sufficient number of computers | <input type="checkbox"/> Access to regular or comparable high school facilities/services available to traditional high school students |
| <input type="checkbox"/> Adequate supplies | |
| <input type="checkbox"/> Adequate separation of group and individual study space | |

Other information about instructional delivery/resources:

(B) Student selection criteria – Students who participate in the GED Option Program have these characteristics (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Student is currently enrolled in school | <input type="checkbox"/> Past academic performance indicates ability to achieve program requirements |
| <input type="checkbox"/> Student is 16 years old | <input type="checkbox"/> School record indicates no current seriously disruptive behavioral or emotional problems |
| <input type="checkbox"/> Student is 17 years old | <input type="checkbox"/> Standardized test scores indicate ability to achieve |
| <input type="checkbox"/> Student is 18 years old or older | <input type="checkbox"/> Student does not require remediation in order to use 10 th grade level instructional materials |
| <input type="checkbox"/> Student is at least one-year deficient in credits and unable to graduate with peers | <input type="checkbox"/> Student is in a program for adjudicated youth. |
| <input type="checkbox"/> Student is at least two years deficient in credits; unable to graduate with peers | |
| <input type="checkbox"/> Student is identified as highly to drop out of school | |
| <input type="checkbox"/> Student achieves a specified minimum score on the GED practice test or some other standardized screening test | |

Student selection process – Describe the process by which students are identified and selected to participate in the GED Option Program. Check all the following items that describe your school's program.

Referral can be initiated by (Check all that apply):

- ☐ Teachers
- ☐ Counselors
- ☐ Administrators
- ☐ Disciplinary Team
- ☐ Others; please specify _____

(Continued on page 8)

Who participates in the decision about the appropriateness of the GED Option Program? (Check all that apply)

- ☐ Student
- ☐ Teachers
- ☐ Parents/guardians
- ☐ Principal/Vice Principal
- ☐ Counselors
- ☐ Administrators
- ☐ Social worker
- ☐ Others; please specify _____

Preliminary counseling about the program is given to:

- ☐ Student
- ☐ Parent/guardian

Educational program options available to the student are explained to:

- ☐ Student
- ☐ Parent/guardian

Participation in program agreed to in writing by: (Check all that apply)

- ☐ Student
- ☐ Parent/guardian
- ☐ School official (program official; school representative)
- ☐ Student volunteers to enter program
- ☐ Other _____

Other information about student selection criteria or process:

(C) Counseling services – describe the counseling services that are available and provided to students in the GED Option Program. Check all the following items that apply to your school's program.

- | | |
|--|--|
| <input type="checkbox"/> Students have access to counseling services at the instructional site | <input type="checkbox"/> Transition counseling is provided |
| <input type="checkbox"/> Counselors meet state certification standards | <input type="checkbox"/> Counseling provided to individuals at specific time intervals |
| <input type="checkbox"/> Counseling provided upon entry | <input type="checkbox"/> Counseling provided only if student requests |
| <input type="checkbox"/> Counseling is provided during participation | <input type="checkbox"/> Counselors document major points of counseling sessions |
| <input type="checkbox"/> Academic counseling provided | <input type="checkbox"/> Counselors maintain formal counseling records |
| <input type="checkbox"/> Personal counseling provided | |
| <input type="checkbox"/> Career counseling provided | |

Counselor is assigned to program:

- ☐ Part time
- ☐ Full time

Ratio of counselors assigned to the GED Option Program and all students served by counselors:

- ☐ 1:50 or less
- ☐ 1:51-100
- ☐ 1:101-200
- ☐ 1:201-300
- ☐ 1:301 and higher

Additional information about counseling services:

(D) GED Test administration – Describe how GED testing is scheduled and coordinated for GED Option Program students. Check the following items that apply to your school's program.

- ☐ Testing schedule is coordinated between GED Option Program staff and staff from nearby GED Testing Center(s)
- ☐ Testing dates are set when students have studied sufficiently to pass
- ☐ Testing is scheduled near the end of the school year
- ☐ Testing is scheduled whenever the student feels ready
- ☐ GED testing is done at GED Testing Centers

Additional information about GED test administration:

(E) Award of diplomas – Describe what diploma is awarded to GED Option Program students who successfully completed the GED Option Program. Check all that apply to your school's program.

- ☐ Students passing the GED Tests are awarded a High School Diploma
- ☐ Students passing the GED Tests are awarded an Alternative High School Diploma
- ☐ Other, please complete information below

Additional information about diploma awarded:

(F) Graduation ceremonies – describe the kind of recognition that successful GED Option Program students receive from the school. Check the items that apply to your school.

- ☐ No formal graduation ceremony is held
- ☐ Program graduates participate in the regular High School graduation ceremony
- ☐ A formal ceremony is held for all successful GED Option Program graduates

Additional information about graduation:

(G) If warranted, record information about GED Option Program activities, successful techniques, or emerging issues implemented or encountered during the year that you believe might merit dissemination to other programs in the state. (Optional information)

(H) If relevant, note any GED Option Program activities or areas where you feel technical assistance or other help could benefit your school. (Optional information)